



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122C	Manual Of Requirements For Resource Family Parents	2/13/2012
Subchapter:	3	Administration	
Section	2	Records kept by a resource family parent (N.J.A.C. 10:122C-3.2)	

§10:122C-3.2 Records kept by a resource family parent

(a) The resource family parent shall maintain on file in the home the following information about each child in placement:

1. The child's full name, nicknames, if any, gender, date of birth, religion and race;
2. The name, address, and telephone number of the Division or contract agency caseworker and supervisor;
3. The name, address, and telephone number of the caseworker or other person to be notified in an emergency involving a child in placement;
4. A Medicaid, health insurance or managed health care identification card, if applicable; and
5. A medication log if the child receives psychotropic medication, as specified in N.J.A.C. 10:122C-7.4(b).

(b) In addition to (a) above, the resource family parent, in conjunction with the caseworker, shall maintain on file in the home the following information about each child in placement when appropriate and applicable:

1. Schools attended and grade level; and
2. The child's medical history, including documentation of initial and annual physical examinations, chronic conditions, past serious illnesses, allergies, medications, immunizations and special dietary needs.

(c) The resource family parent shall maintain on file the following records:

1. A copy of the resource family parent's vehicle insurance policy, if applicable;
2. A copy of the Manual of Requirements for Resource Family Parents; and

3. The telephone number for the Department's State Central Registry for reporting allegations of child abuse or neglect, currently 1-877-NJ-ABUSE (877-652-2873).

(d) The Department may, without prior notice, inspect and examine a resource family home and inspect all documents, records, files or other data required to be maintained by a resource family parent pursuant to the Resource Family Parent Licensing Act, N.J.S.A. 30:4C-27.3 et seq.